

# SECRETARY OF STATE

## FINANCIAL SUMMARY

	FY 2007 EXPENDITURE	FY 2008 APPROPRIATION	GOVERNOR RECOMMENDED FY 2009
Administration	\$ 14,655,556	\$ 17,507,499	\$ 17,462,253
Elections	26,485,330	18,322,211	19,955,738
Record Preservation Programs	377,541	12,965,323	846,210
Missouri Library Programs	9,431,277	11,233,156	12,363,156
TOTAL	\$ 50,949,704	\$ 60,028,189	\$ 50,627,357
PERSONAL SERVICE			
General Revenue Fund	7,012,821	7,550,591	7,794,550
Federal Funds	407,147	610,744	629,065
National Endowment for the Humanities Fund	86,877	234,902	241,949
Election Administration Improvement Fund	187,897	157,664	261,191
Secretary of State's Technology Trust Fund Account	153,013	238,844	246,009
Local Records Preservation Fund	883,624	1,012,152	1,042,516
Investor Education and Protection Fund	367,987	388,643	400,302
State Document Preservation Fund	8,302	95,919	0
EXPENSE AND EQUIPMENT			
General Revenue Fund	6,665,615	6,509,937	7,297,759
Federal Funds	867,767	830,487	830,487
National Endowment for the Humanities Fund	0	30,242	0
Election Administration Improvement Fund	2,617,233	5,499,990	5,499,990
Secretary of State's Technology Trust Fund Account	2,427,277	2,922,295	3,280,559
Local Records Preservation Fund	404,460	717,949	523,149
Investor Education and Protection Fund	180,065	360,364	360,364
State Document Preservation Fund	304	25,000	25,000
Secretary of State - Wolfner State Library Fund	2,168	14,500	206,500
PROGRAM SPECIFIC DISTRIBUTION			
General Revenue Fund	8,094,478	9,637,457	10,797,457
Federal Funds	2,022,019	2,362,087	2,362,087
Local Records Preservation Fund	282,058	400,000	400,000
Election Administration Improvement Fund	18,060,083	7,812,977	7,812,977
Election Improvement Revolving Loan Fund	0	396,185	396,185
Investors Restitution Fund	218,509	55,000	55,000
Missouri State Archives - St. Louis Trust Fund	0	12,000,000	1
State Document Preservation Fund	0	164,260	164,260
TOTAL	\$ 50,949,704	\$ 60,028,189	\$ 50,627,357
General Revenue Fund	21,772,914	23,697,985	25,889,766
Federal Funds	3,296,933	3,803,318	3,821,639
National Endowment for the Humanities Fund	86,877	265,144	241,949
Election Administration Improvement Fund	20,865,213	13,470,631	13,574,158
Election Improvement Revolving Loan Fund	0	396,185	396,185
Secretary of State's Technology Trust Fund Account	2,580,290	3,161,139	3,526,568
Local Records Preservation Fund	1,570,142	2,130,101	1,965,665
Investors Restitution Fund	218,509	55,000	55,000
Investor Education and Protection Fund	548,052	749,007	760,666
Missouri State Archives - St. Louis Trust Fund	0	12,000,000	1
State Document Preservation Fund	8,606	285,179	189,260
Secretary of State - Wolfner State Library Fund	2,168	14,500	206,500
Full-time equivalent employees	264.61	276.30	277.30

## **ELECTED OFFICIALS SECRETARY OF STATE**

### **ADMINISTRATION**

The Office of the Secretary of State is organized as follows:

Administrative Services – provides central budgeting, payroll, human resources, accounting, supplies, and mailroom services for all areas of the office. Responsibilities also include publication of the official manual of the state of Missouri, the Constitution, corporation laws, securities laws, the uniform commercial code manual, notary public laws, trademark laws, primary election returns, and the state and general assembly roster.

Elections Services – prepares ballots, certifies candidates, canvasses election returns, certifies initiative petitions, and maintains the statewide voter registration database.

Record Services – provides for the maintenance, retention, preservation, and disposal of official records of the state and local governments of Missouri.

Administrative Rules and Legal Services – serves as the central filing office for all rules and regulations promulgated by departments of the state of Missouri.

Securities Services – works to protect Missouri investors from fraud and maintains an orderly securities market in the state. The Securities Commissioner administers the Missouri Uniform Securities Act.

Business Services – administers the laws and filings of corporations and non-profit organizations. The division is the central filing office and custodian of all filings on business and professional loans. Additionally, the division commissions public notaries.

Missouri State Library – supports or works in concert with public, academic, and institutional libraries of the state with grant support, consultant services, development of criteria for establishment of libraries, collection development, and resource sharing. The library serves as a research and reference library for state government and the legislature and as the central outlet for census data information.

Wolfner Library for the Blind and Physically Handicapped – provides a variety of Braille, large print books, talking books recorded on cassette and discs, as well as cassette and disc playback equipment for eligible blind, visually impaired, physically disabled, and learning disabled citizens. The federal government, through the National Library Service, provides production of the materials, equipment, and postal charges for their distribution. The state of Missouri pays for staffing and the cost of housing the collections of material and equipment for staff to operate the service.

### **Fiscal Year 2009 Governor's Recommendations**

- \$428,778 Secretary of State's Technology Trust Fund Account for the notification for renewal of business registrations.
- \$192,000 Secretary of State – Wolfner State Library Fund for the transfer of taped materials to a digital format.
- \$145,819 and one staff to implement the Safe At Home Program, pursuant to HB 583 (2007).
- \$293,045 for pay plan, including \$225,536 general revenue.
- (\$1,064,744) core reduction for one-time expenditures, including (\$799,430) general revenue.
- (\$40,144) transferred to the Office of Administration for leases.

### **ELECTIONS**

Initiative, Referendum, and Constitutional Amendments Expenses – funds are provided to allow for the publication of the texts of initiative petitions and referendums in newspapers prior to their consideration by the electorate of the state of Missouri. Payments are made in accordance with Chapter 125, RSMo, for constitutional amendments and Chapter 126, RSMo, for initiative petitions and referendums.

Absentee Ballots – funds are provided to allow for fees and costs for establishing and maintaining the business reply and postage-free mail for absentee envelopes returned by voters, in accordance with Section 115.285, RSMo.

## **ELECTED OFFICIALS SECRETARY OF STATE**

### **ELECTIONS (Continued)**

Election Printing and Federal Election Reform – provisional ballot envelopes must be provided for local election authorities to use in elections of federal candidates, statewide candidates, or statewide issues. In addition, the Elections Division must print and distribute voter registration applications in accordance with federal laws.

#### **Fiscal Year 2009 Governor's Recommendations**

- \$1,500,000 for publishing of initiative petitions for each statewide ballot measure.
- \$95,919 federal funds and two staff reallocated from Record Preservation Programs.
- \$30,000 for reimbursement to counties for absentee ballots.
- \$7,608 other funds for pay plan.

### **RECORD PRESERVATION PROGRAMS**

Local Records Grants – these funds are user fees designated for local records preservation. Missouri local governments submit proposals that address their specific needs in archive/records management. The Historical Records Advisory Board in concert with the Local Records Program Fiscal Grants Officer will establish priorities, implement, and audit the return of money to local governments.

Document Preservation – these funds are private donations designated for preservation of documents of legal, historical, and genealogical importance to the state of Missouri.

#### **Fiscal Year 2009 Governor's Recommendations**

- \$7,047 other funds for pay plan.
- (\$12,030,241) other funds core reduction from the Fiscal Year 2008 appropriation level.
- (\$95,919) other funds and (two) staff reallocated to Elections.

### **MISSOURI LIBRARY PROGRAMS**

State Aid for Public Libraries – the Missouri Constitution authorizes the state to support and aid public libraries. Consistent with this authority and the procedure set out in Section 181.060, RSMo, the Missouri State Library distributes funds to eligible public libraries on the basis of population served by the library district. A public library becomes eligible for participation if it has voted a local tax of at least ten cents per one hundred dollars assessed valuation. Local libraries use state funds to supplement local support.

Remote Electronic Access for Libraries – the Remote Electronic Access for Libraries (REAL) project is designed to connect all public libraries in Missouri to each other and the Internet through dedicated data connections. Library patrons will have quick access to resources beyond those available solely within their community.

Literacy Investment for Tomorrow – the Missouri State Library serves as fiscal agent for the state literacy resource center, Literacy Investment for Tomorrow (LIFT) in St. Louis. The center promotes and develops resources for organizations that provide literacy services.

Federal Aid for Public Libraries – the Missouri State Library administers federal grants under the federal Library Services and Construction Act. The library distributes funds to local public libraries for personnel, books, other library materials, and for general operating expenses to develop and improve library services. In addition, funds are available to local groups of libraries for improving local library cooperation. All costs for cooperative projects, except book purchases and building construction, are eligible for funding.

#### **Fiscal Year 2009 Governor's Recommendations**

- \$1,130,000 transferred to the Library Networking Fund pursuant to Section 143.183, RSMo.